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STARS USER MANUAL

INTERAGENCY BILLING

INTRODUCTION

This chapter will explain the process of an interagency billing, including:

- Creating an interagency billing.
- Paying an interagency billing.
- Making billing or paying adjustments.

The important STARS files are described as well as the transaction codes you use to enter and to pay an interagency billing. STARS reports that help with the process will also be described.

INTERAGENCY BILLING - WHAT IS IT

An interagency billing is used when an internal service (or other) fund provides goods or services to another fund within the state. You account for these as revenues and expenditures in the funds involved. The interagency billing process is automated so you can process revenues and expenditures without having to create a warrant by using Due From and Due To transactions:

- A Due From Other Funds is a receivable set up by the supplying agency for goods or services provided to another state entity.
- A Due To Other Funds is a payable established for goods or services received by another state entity.

An [IAB \(Interagency Billing\) PDF form](#) is used to record the billings and the payments between agencies.

RELATIONSHIP TO OTHER STARS FILES

STARS uses several different files to track the process of revenues, expenditures, and the activity of Due To and Due From transactions. The important STARS files involved in tracking the detail are the Document File and the Subsidiary File.

The individual documents on the Document File contain details of the interagency bill, including the agency billed. The Document File also keeps track, by document, whether the billed agency has made a payment.

INTERAGENCY BILLING - UNDERSTANDING THE BASICS

Agencies may provide goods and services to other agencies. When a fund such as an internal service fund is providing goods or services to another fund, both agencies must enter transactions.

The billing agency enters the Due From transaction and sends the paying agency a copy of an Interagency Billing (IAB) form. The paying agency enters a transaction to pay the bill using some of the information on the IAB form. The recording of the expenditure and the liquidation of the receivable are generated from the transaction codes that the agencies list on the IAB form.

TO CREATE AN INTERAGENCY BILLING

1. The Billing Agency processes a transaction code (TC) 130 in STARS and sends an [IAB form](#) to the paying agency.
2. The Paying Agency processes a TC 240 or a TC 241 using the **Current Document Number** from the IAB form as the **Invoice Number**.
3. STARS automatically generates a TC 170 for the billing agency. To create the TC 170:
 - STARS uses the **Invoice Number** as the **Reference Document Number/Sfx**.
 - STARS uses the **Second Agency** code to verify that the receivable and payment match.

IMPORTANT INTERAGENCY BILLING FISCAL CODES

In order to automate the interagency billing process, several fiscal codes (on either the IAB form or on STARS) are used by each agency. Some of these fiscal codes correspond to each other and must be used by each agency correctly. Those fiscal codes include:

- Current Document Number.
- Invoice Number.
- Second Agency code.
- Subsidiary Number.

NOTE: When an interagency bill (Due From receivable) is set up, STARS creates a record in the Document File and uses the **Current Document Number** from the interagency billing (Due From receivable) as the **Document Number** on the Document File.

Important interagency billing fiscal codes:

Data Element	Description
Current Document Number CUR DOCUMENT # (IAB form) CUR-DOC/SFX (STARS)	A billing agency must use a Current Document Number when they create an interagency billing (Due From receivable). A Current Document Number is eight alphanumeric characters and a two digit suffix. (Use all eight characters of the Current Document Number. This helps avoid confusion or errors for the paying agency.)
Invoice Number INVOICE # (IAB form) INV-NO (STARS)	When the paying agency receives the interagency bill (via the IAB form), they must use the Current Document Number and Suffix from the interagency billing (Due From receivable) as the Invoice Number when entering their payment. On the IAB form the CUR DOCUMENT # and SFX from Section A (Billing Agency) is used as the INVOICE # in Section C (Paying Agency).
Second Agency Code SEC AGY (IAB form) SEC AGENCY (STARS)	The Second Agency Code is the Agency Number of the agency with whom you are doing business. So for the billing agency, the paying agency is the second agency. For the paying agency, the billing agency is the second agency. STARS uses the second agency code as a control element, along with Current Document Numbers. The Second Agency Code is a required field for all interagency transactions.
Subsidiary Account Number SUBSIDIARY (IAB form) SUBSID (STARS)	Subsidiary account numbers (or 'subsidiary numbers') are details within the general ledger accounts. Both the billing and the paying agency must have subsidiary numbers set up on the Descriptor Table 32 (D32). You could use a specific subsidiary number to identify the agency you are billing or are paying. You could also use different subsidiary numbers to identify the different programs and associated billings within one agency. Whatever subsidiary number you decide to use, be sure to use that number on the interagency billing IAB form.

SUBSIDIARY ACCOUNT NUMBERS AND GENERAL LEDGER ACCOUNTS

Subsidiary numbers are details within General Ledger accounts. Most subsidiary numbers are already set up in STARS and will show as detail on your Trial Balance reports. Each subsidiary number must be related to a specific General Ledger account. The Due From General Ledger account is 1502 (TC 130) and the Due To General Ledger account is 2202 (TC 240/241).

The subsidiary number you need to use depends on the transaction code (TC) that you use.

TRANSACTION CODES FOR THE BILLING AGENCY

TC 130 - RECORD AN INTERAGENCY BILLING DUE FROM OTHER FUNDS OR APPROPRIATIONS

This TC is used by the billing agency to set up the original receivable for goods or services provided to another fund or appropriation. A Subsidiary Number (**SUBSID**), Second Agency (**SEC AGENCY**), and **DOC-DATE** are required for this transaction. This transaction code requires approval level 3.

Using a Batch Type 2, the example indicates the minimum fiscal codes to post a TC 130 transaction for a PCA-driven agency (if the PCA does not look up the Index, you must enter the Index). NOTE: STARS will automatically fill in the **BFY** and **EFF-DATE**.

VERSION 3.1		STARS--REVENUE/RECEIPTS TRANSACTION ENTRY		S504	
BATCH: AGY 230 DATE 08011999 TYPE 2 NO 101 MODE MASTER EDIT ONLY SEQ-NO 00001					
CUR-DOC/SFX: IABJUL99 01		TRANS-CODE: 130		RVS:	
REF-DOC/SFX:		MOD:		BFY: 00 GAAP IND:	
INDEX :		SEC AGENCY: 140			
PCA : 01209		SUBSID: 1400000			
REV-SUB-OBJ/DET: 1555		OTHER SERVICES			
EXP-SUB-OBJ/DET:					
AMOUNT : 0000000555.35		BUDGET UNIT:			
DOC TOTAL: 0000000000.00		PROP#:		CMP#:	
INV-NO :		INV-DESC:			
VENDOR-NO:		NAME:			
GRANT/PH:		PROJ/PH:		FUND/DET:	
		LOC:		FAC:	
		DOC-DATE: 081599		EFF-DATE: 081599 DUE-DATE:	

The fiscal codes in the TC 130 example are described below.

Data Element	Description
CUR-DOC/SFX	Enter an eight-character Current Document Number and two-digit suffix. This becomes the Document Number on the Document File. NOTE: We recommend using all eight characters for the CUR-DOC.
TRANS-CODE	Enter Transaction Code 130 (record Due From Other Funds or Appropriations).
INDEX or PCA	Enter a four-digit Index if your agency is Index-driven or a five-digit PCA if your agency is PCA-driven. Your Index or PCA usually looks up a fund and budget unit, which are also required elements.

Data Element	Description
SEC AGENCY	Enter a three-digit number that is the agency number of the agency you are billing. The Second Agency must match the agency paying the bill. If you are billing within your agency, use your agency number. Click here for a list of agency numbers.
SUBSID	Enter a seven-digit subsidiary number, normally the subsidiary number of the agency you are billing. Since TC 130 has a 1502 G/L, use a subsidiary number with a 1502 G/L from the Descriptor Table 23, Table-Entry-Key 32 (Subsidiary Table). Also, click here for the Subsidiaries for Billing and Paying Agency Use document.
REV-SUB-OBJ/DET	Enter a four-digit revenue subobject (you can also use a two-digit detail). The generated TC 170 will use this revenue subobject to post your revenue when the paying agency makes their payment.
AMOUNT	Enter the amount you are billing the agency.
DOC-DATE	Enter the document date (MMDDYY). This is usually the date on the completed IAB form or may be the date when you provided the goods or services.

Important tips for entering TC 130:

1. Enter the **Current Document Number** using all eight characters to eliminate confusion when the paying agency pays the bill.
2. Ensure you have the correct **Second Agency** on your TC 130 data entry.
3. If you enter a vendor number, ensure that the vendor number belongs to the agency you are billing.
4. Update the TC 130 on STARS before you send out the IAB form to the paying agency.

TRANSACTION CODES FOR THE PAYING AGENCY

The paying agency uses either a TC 240 or TC 241 to pay an interagency bill, depending on whether or not they encumbered the funds. Both transaction codes require approval level 3.

TC 240 - RECORD A DIRECT PAYMENT OF AN INTERAGENCY BILLING NOT PREVIOUSLY ENCUMBERED (DUE TO)

TC 241 - RECORD A DIRECT PAYMENT OF AN INTERAGENCY BILLING PREVIOUSLY ENCUMBERED (DUE TO)

1. For either transaction code 240 or 241, enter the **Agency** Number of the billing agency in the **SEC AGENCY** field.
2. Enter a [Subsidiary Number](#) (**SUBSID**) indicating who you are paying.
3. Enter the billing agency's **Current Document Number** and **Suffix** (with no spaces) in the Invoice Number (**INV-NO**) field – this is also the **Document Number** on the Document File.

This information should be on the IAB form sent to you by the billing agency.

With these transaction codes, STARS automatically generates a TC 170 to post the payment to the billing agency. No warrant is generated.

A TC 241 records an expenditure and reduces the encumbrance. A TC 241 posts to encumbrances on the Document File. For this transaction code, you *must* enter a Reference Document Number (**REF-DOC/SFX**). The Reference Document Number will be the Current Document Number that was used to set up the encumbrance.

The following is an example of a TC 240 for an Index-driven agency (if the Index does not look up the PCA, you must enter the PCA). NOTE: STARS will automatically fill in the **BFY** and **EFF-DATE**.

VERSION 3.1		STARS--PRE-ENC/ENC/EXPEND TRANSACTION ENTRY		S505	
BATCH: AGY 140 DATE 08011999 TYPE 4 NO 100 MODE MASTER EDIT ONLY SEQ-NO 00001					
CUR-DOC/SFX: PAYIAB99 01		TRANS-CODE: 240		RVS: DISB-METH:	
REF-DOC/SFX:		MOD:		BFY: 00 GAAP IND:	
INDEX : 2502 ACCOUNTING ADMIN.		SEC AGENCY: 230			
PCA :		SUBSID: 2300000 PCN:			
EXP-SUB-OBJ/DET: 5199		OTHER PROFESSIONAL SVCS			
REV-SUB-OBJ/DET:					
AMOUNT : 0000000555.35		WARR-NO:		BU: SCBA	
DOC TOTAL: 0000000000.00		PROP#:		CMP#: CI:	
INV-NO : IABJUL9901		INV-DESC : JULY PAYMENT INTERAGENCY BILL			
VEND-NO: 826000952 97		NAME : DEPARTMENT OF CORRECTION-STATE OF IDAHO			
NAME 2:					
ADDR : STATEHOUSE MAIL					
CITY : BOISE STATE: ID ZIP: 83720					
GRANT/PH:		PROJ/PH:		FUND/DET: 0001 F/O:	
MPC:					
DOC-DATE:		EFF-DATE: 081699 DUE-DATE:		INTERRUPT:	

The fiscal codes for a TC 240 or TC 241 are described below.

Data Element	Description
CUR-DOC/SFX	Enter an eight-character Current Document Number and a two-digit Suffix.
TRANS-CODE	Enter transaction code 240 or 241 depending on whether or not you have encumbered the funds.
REF-DOC/SFX (TC 241 Only)	Enter the eight-character encumbrance number and two-digit suffix to which you wish to post the payment. Use the Current Document Number used to set up the encumbrance.
INDEX or PCA	Enter a four-digit Index if your agency is Index-driven or a five-digit PCA if your agency is PCA-driven. Your Index or PCA usually looks up a fund and budget unit, which are also required elements.
SEC AGENCY	Enter a three-digit second agency that is the agency number of the agency you are paying. If you are paying within your agency, use your agency number.
SUBSID	<p>Enter a seven-digit subsidiary number, normally the subsidiary number of the agency you are paying. Since the TC 240 posts to the 2202 G/L, use a subsidiary number with a 2202 G/L from the Descriptor Table 23, and TABLE-ENTRY-KEY 32 (Subsidiary Table). Click here for the Subsidiaries for Billing and Paying Agency Use document.</p> <p>(TC 240 has both a debit and credit to the same G/L 2202, so the posting will net to zero. Thus, the subsidiary number you use is not important as long as it is a 2202 G/L subsidiary number.)</p>
EXP-SUB-OBJ/DET	Enter a four-digit expenditure subobject (you can also use a two-digit detail).
AMOUNT	Enter the amount of the transaction for this funding source. This is the amount you owe the agency.
INV-NO	Enter a ten-character invoice number using the eight-character "Current Document #" plus the two-digit "Sfx" from the billing agency (Section A of the IAB form). If you are paying two interagency billings, you should do them on separate transactions since the Invoice Number will be different.
VEND-NO	Enter the nine-digit vendor number and two-digit suffix of the agency you are paying. STARS will post the TC 240 payment to this vendor number on the Vendor Payment File.

Important tips for entering TC 240 or TC 241:

1. Enter the invoice number using the eight-character "Current Document #" plus the two-digit "Sfx" from Section A of the IAB form (no spaces between the two). If you are paying two interagency billings, do them on separate transactions since the Invoice Number will be different.
2. On a TC 241, the Document Number on the Document File from the TC 215 (paying agency's encumbrance) becomes the Reference Document Number.
3. Be sure you have the correct Second Agency code.
4. Double-check the Vendor Number to be sure it belongs to the agency you are paying.
5. You normally pay based on information on the Interagency Billing Form IAB. If the invoice number on the IAB form is not the number the billing agency has on STARS, contact the billing agency once you verify you have correctly entered all of your information. If you wish, you can also request a Report DAFR2410 from the State Controller's Office to find the correct number on the PAY INVOICE NUMBER SFX column. If there is a discrepancy between Form IAB and DAFR2410, contact the billing agency to get the correct invoice number.

STARS GENERATED TRANSACTION CODES

TC 170 - RECORDS THE COLLECTION OF A DUE FROM OTHER FUNDS OR APPROPRIATIONS

STARS will automatically generate a TC 170 when the paying agency processes TCs 240 or 241. The TC 170 posts the payment to the Cash and Document Files and liquidates the original due from established by the billing agency. This deposits cash as a receipt to the billing agency in a generated batch type "Z". No warrant is created. This transaction code requires approval level 3.

IMPORTANT: Do not enter this transaction unless you receive a warrant for the interagency billing. If you do receive a warrant for an interagency bill payment, deposit the warrant using TC 170 and a Reference Document Number of the document you are paying as described below.

The following example indicates the minimum fiscal codes to post a TC 170 transaction. NOTE: STARS will automatically fill in the **BFY** and **EFF-DATE**. Press F5 and STARS will lookup the other fields from the Document File.

VERSION 3.1		STARS--GENERAL PURPOSE TRANSACTION ENTRY		S501	
BATCH: AGY 200 DATE 08161999 TYPE Z NO 907 MODE MASTER EDIT ONLY SEQ-NO 00031					
CUR-DOC/SFX: EXP00098 13		TRANS-CODE: 170		RVS: DISB-METH:	
REF-DOC/SFX: 00071201 01		MOD:		BFY: 00 GAAP IND:	
INDEX :	SEC AGENCY:				
PCA :	SUBSID:		PCN:		
EXP-SUB-OBJ/DET:					
REV-SUBOBJ/DET:					
AMOUNT : 0000002600.00		WARR-NO:		BU: ADAL GLA:	
DOC TOTAL: 0000000000.00		PROP#:		CMP#: CI:	
INV-NO :	INV-DESC :				
VEND-NO:	NAME :				
	NAME 2:				
	ADDR :				
	CITY :		STATE:		ZIP:
GRANT/PH:	PROJ/PH:	FUND/DET:	F/O:		
MPC:	LOC:	FAC:	TSK:		
DOC-DATE:	EFF-DATE: 081699	DUE-DATE:	INTERRUPT:		

The fiscal codes for a TC 170 are described below. We recommend entering only these fiscal codes, allowing the system to lookup the rest of the necessary information from the Document File.

Data Element	Description
CUR-DOC/SFX	Enter an eight-character Current Document Number and two-digit suffix. Use any document number you wish.
TRANS-CODE	Enter transaction code 170 (record Collection of a Due From other funds or appropriations). If you need to do an adjustment, see the Adjustment Transaction Code section later in the chapter.
REF-DOC/SFX	Enter the eight-character document number and two-digit suffix from the Document Number on the Document File to which you wish to post the payment. Remember, you will be paying a Due From (G/L 1502) document. If you are posting to two interagency billings, use separate transactions since the Ref-Doc/Sfx will be different.
AMOUNT	Enter the amount of the payment received to post against the document. This is the amount you receive from the paying agency.

Important tips for entering TC 170:

1. STARS will normally generate a TC 170 payment transaction. The billing agency enters the TC 170 only if they receive a warrant from the paying agency. Ask the paying agency to use the correct transaction code (TC 240 or TC 241) to prevent a manual TC 170.
2. The **Document Number** on the Document File from the TC 130 (billing agency's Due From) becomes the **Reference Document Number** on TC 170

STARS GENERATED BATCHES

If the transaction code you are using has been set up on the Transaction Code Decision Table with a transaction code in the **GEN-TC** field, STARS will generate that specified transaction after processing the current transaction.

STARS groups all generated transactions from the nightly IEU processing into one “Z” batch type per agency. Once STARS generates the batch, you should not change the amounts or transaction codes on these transactions. You cannot delete batch type Z transactions.

The following is an example of a STARS-generated batch. (This shows as a batch type Z on the F12 View or Select Batch Headers screen. “Z” batches are only visible if they have erred.)

- The Z in the **BATCH ID TYP** column indicates the Z batch generated by STARS.
- The H in the **BATCH STA** column shows the batch is in a Hold Status. The **BATCH MODE** of 3 indicates an error.

VERSION 3.1		STARS--VIEW OR SELECT BATCH HEADERS										S530	
FUNCTION: F (F=FIRST PAGE, N=NEXT PAGE, S=SELECT BATCH)													
AGENCY: 230													
S	----BATCH ID----				BATCH EFFECT		ENTERED		ENTERED		COMPUTED		
	DATE	TYP	NO	MODE	STA	BAL	DATE	AL	COUNT	AMOUNT		AMOUNT	
	08061999	4	949	1	H	Y	080699	3	00001	0000000299.99		0000000299.99	
	08101999	2	200	2	H	Y	081599	0	00000	0000000000.00		0000000000.00	
	08161999	Z	900	3	H	Y	081699	0	00006	0000013371.63		0000013371.63	

“Z” batches contain any collection of system generated transactions. For example, interagency billing TC 170s and transfer-in TC 551s can be in one batch. In addition, STARS combines generated payments to your agency from all the different agencies’ in one “Z” batch for each nightly processing.

INTERAGENCY BILLING - HOW TO ADJUST

The following is a list of the transaction codes you can use to adjust interagency billings.

TC 131/131R - ADJUST AN EXISTING BILLING DUE FROM OTHER FUNDS OR APPROPRIATIONS

If you are the billing agency and need to adjust the existing amount you billed on an interagency receivable, use a TC 131 to *increase* the amount or a TC 131R to *decrease* the amount. When you enter a TC 131, you can use any **Current Document Number**. However, you must enter the **Document Number** from the Document File record you wish to change in the **REF-DOC/SFX** (Reference Document Number) field. STARS will automatically look up the rest of the required data from the Document File, except for the amount you are adjusting. These transaction codes require approval level 3.

The TC 131 will allow you to track the adjustment of the original receivable by showing changes to the amount owed in a separate Adjustment field.

The following example indicates the minimum fiscal codes to post a TC 131 transaction. NOTE: STARS will automatically populate the **BFY** and **EFF-DATE**. Press F5 and STARS will look up the other fields from the document on the Document File and automatically enter them.

VERSION 3.1		STARS--GENERAL PURPOSE TRANSACTION ENTRY		S501	
BATCH: AGY 200 DATE 11021999 TYPE 5 NO 142 MODE MASTER EDIT ONLY SEQ-NO 00001					
CUR-DOC/SFX: AJ110009 01		TRANS-CODE: 131		RVS: R DISB-METH:	
REF-DOC/SFX: 00110009 01		MOD:		BFY: 00 GAAP IND:	
INDEX :		SEC AGENCY:			
PCA :		SUBSID:		PCN:	
EXP-SUB-OBJ/DET:					
REV-SUBOBJ/DET:					
AMOUNT : 5.00		WARR-NO:		BU: GLA:	
DOC TOTAL:		PROP#:		CMP#: CI:	
INV-NO :		INV-DESC :			
VEND-NO:		NAME :			
		NAME 2:			
		ADDR :			
		CITY :			
		STATE:		ZIP:	
GRANT/PH:		PROJ/PH:		FUND/DET: F/O:	
MPC:		LOC:		FAC: TSK:	
DOC-DATE:		EFF-DATE: 110299		DUE-DATE: INTERRUPT:	

The fiscal codes for a TC 131/131R are described below. We recommend you only enter the following and let STARS look up the remainder of the information.

Data Element	Description
CUR-DOC/SFX	Enter an eight-character Current Document Number and two-digit suffix.
TRANS-CODE	Enter transaction code 131 (adjust an existing Due From other funds or appropriations).
RVS	Enter an "R" in the reversal field if you want to <i>decrease</i> the amount you billed. Otherwise, leave this field blank.
REF-DOC/SFX	Enter the eight-character document number and two-digit suffix of the document you wish to adjust. This would be the Current Document Number from the original TC 130 transaction.
AMOUNT	Enter the amount you are adjusting.

Important tips for entering TC 131:

1. The billing agency enters the TC 131.
2. The **REF-DOC/SFX** should be the Document number you are adjusting.
3. You do not need to enter other fields since the **REF-DOC/SFX** will look them up from of the original document on the Document File.
4. The TC 131 posts to the same fields as the TC 130 with the exception of the Document File where it posts to the Adjustment field.

TC 170/170R - ADJUST AN EXISTING COLLECTION/PAYMENT RECEIVED OF A DUE FROM OTHER FUNDS OR APPROPRIATIONS

If you are the billing agency that needs to adjust a payment received on an interagency receivable, use a TC 170R/170 combination. For example, you may need to do this if a payment posted to the wrong document on the Document File. A TC 170R posts as a negative amount to the collection payment (use this if your balance is a “-”).

When you enter a TC 170R adjustment, use an offsetting TC 170 posting to another document on the Document File. For instance, if the paying agency pays more than one interagency bill using a single invoice number, this produces a credit overpayment balance for the single invoice, and no payment for the other invoice. You can reduce the overpayment balance with a TC 170R (your overpayment balance is a “-”). You then post the payment to the correct Document Number with a TC 170 (your underpayment balance is a “+”). See the [Adjustment section](#). These transaction codes require approval level 3.

The following example indicates the minimum fiscal codes to post a 170R transaction ([see the TC170 description](#)). NOTE: STARS will automatically populate the BFY and effective date. Press F5 to have STARS lookup the other fields from the document on the Document File.

VERSION 3.1		STARS--GENERAL PURPOSE TRANSACTION ENTRY		S501	
BATCH: AGY 200 DATE 08161999 TYPE Z NO 907 MODE MASTER EDIT ONLY SEQ-NO 00031					
CUR-DOC/SFX: EXP00098 13		TRANS-CODE: 170		RVS: R DISB-METH:	
REF-DOC/SFX: 00071201 01		MOD:		BFY: 00 GAAP IND:	
INDEX :		SEC AGENCY:			
PCA :		SUBSID:		PCN:	
EXP-SUB-OBJ/DET:					
REV-SUBOBJ/DET:					
AMOUNT : 0000000100.00		WARR-NO:		BU: ADAL GLA:	
DOC TOTAL: 0000000000.00		PROP#:		CMP#: CI:	
INV-NO :		INV-DESC :			
VEND-NO:		NAME :			
		NAME 2:			
		ADDR :			
		CITY :			
		STATE:		ZIP:	
GRANT/PH:		PROJ/PH:		FUND/DET:	
MPC:		LOC:		FAC:	
DOC-DATE:		EFF-DATE: 081699		DUE-DATE:	
				INTERRUPT:	

TC 240/240R - ADJUST A DIRECT PAYMENT OF INTERAGENCY BILLING NOT PREVIOUSLY ENCUMBERED

If you are the *paying agency* that needs to adjust the payment of an interagency billing due to an overpayment, use a TC 240R. Use a TC 240R with the same information, other than the amount, processed on the original TC 240 transaction.

You can correct a Vendor Number on a payment with a TC 240R. You must use two transactions to make this type of correction. Use a TC 240R with the same information used on the original TC 240 transaction, including the *incorrect* Vendor Number, for your TC 240R transaction. Then use a TC 240 to post to the *correct* Vendor Number.

These transaction codes require approval level 3.

The following example indicates the minimum fiscal codes to post a TC 240R transaction ([see the TC240 description](#)). The example is based on a PCA-driven agency (if the PCA does not look up the Index, you must enter the Index). NOTE: STARS will automatically populate the **BFY** and **EFF-DATE**. Leave the Reference Document Numbers (**REF-DOC/SFX**) blank when you enter TC 240/240R.

```
VERSION 3.1          STARS--GENERAL PURPOSE TRANSACTION ENTRY          S501
BATCH: AGY 230 DATE 11041999 TYPE 5 NO 062 MODE MASTER EDIT ONLY  SEQ-NO 00001

CUR-DOC/SFX: ADJIAB00 01  TRANS-CODE: 240          RVS: R    DISB-METH:
REF-DOC/SFX:                MOD:          BFY: 00    GAAP IND:
INDEX      :                SEC AGENCY: 200
PCA        : 03101          SUBSID: 2000000 PCN:
EXP-SUB-OBJ/DET: 5410
REV-SUBOBJ/DET:
AMOUNT    : 35.50          WARR-NO:          BU:          GLA:
DOC TOTAL:                PROP#:          CMP#:          CI:
INV-NO   : 0011000901      INV-DESC :
VEND-NO  : 826000952 AD    NAME   :
                                NAME 2:
                                ADDR  :
                                CITY  :          STATE:    ZIP:
GRANT/PH:                PROJ/PH:          FUND/DET:    F/O:
MPC:                LOC:                FAC:                TSK:
DOC-DATE:          EFF-DATE: 110499 DUE-DATE:          INTERRUPT:
```

INTERAGENCY BILLING FORMS

STARS IAB FORM

Both the billing agency and paying agency can use the IAB form to record the interagency billing and subsequent payment on the STARS. Click here for the [IAB Form](#) and instructions.

STARS DESCR-23 FORM

Since subsidiary numbers are integral to interagency billings, you can use the Descriptor Table Maintenance Form and send it to the State Controller's Office. The State Controller's Office enters subsidiary numbers at the request of the agency. Click here for the [Descriptor Table Maintenance Form \(DESCR-23\)](#) and instructions.

Once SCO receives the form, they will update the Descriptor Table 23.

INTERAGENCY BILLING REPORTS

RECEIVABLE REPORTS

Report Name	Description
DAFR0139	Receivables Aging by Organization Ages receivables in 0-60 days, 61-120 days and over 120 days. Lists by fund, G/L account and second agency (paying agency). Page breaks by agency.
DAFR0140	Receivables Status by Organization Lists receivables showing Original Balance, Adjustments, Liquidations and Outstanding Balance. Lists by fund, G/L account and second agency (paying agency). Page breaks by agency.
DAFR0154	Receivables Aging by Organization Ages receivables in 0-60 days, 61-120 days and over 120 days. Lists by fund, G/L account and second agency (paying agency). Same as DAFR0139 but does not page break by agency.
DAFR8090	Receivables Aging Ages receivables in 0-60 days, 61-120 days and over 120 days. Includes percentages of the total due. Lists by fund, G/L account and subsidiary. Page break by fund.

Report Name	Description
DAFR8100	<p>Receivables Status</p> <p>Lists receivables showing Original Balance, Adjustments, Liquidations and Outstanding Balance. Lists by fund, G/L account and document number. Page breaks by fund.</p>

PAYABLE REPORTS

Report Name	Description
DAFR2410	<p>Interagency Payables by Agency</p> <p>Lists payables showing Original Balance, Adjustments, Liquidations and Outstanding Balance. Lists by billing agency. Does not page break by agency.</p>

SUBSIDIARY REPORTS

Report Name	Description
DAFR6980	<p>Subsidiary Transaction Analysis Report</p> <p>Shows individual subsidiary transactions processed during the month.</p>
DAFR8750 (SS1: D32)	<p>Descriptor Table Report – D32 Subsidiary Table</p> <p>Lists all subsidiaries on the Subsidiary Table by G/L account, subsidiary number and subsidiary title.</p>